

**COMPLAINTS MANAGEMENT PROCESSING FORM**

(Type or complete in black ink)

**LOWEST LEVEL OF COMMAND**

After review of \_\_\_\_\_ discrimination complaint or reprisal actions as listed on CA ARNG Form 600-21, and processing it in accordance with NGR (AR) 600-22, paragraph 2-6, I have reached the following conclusions:

1. If applicable check more than one box:

Discrimination confirmed	Discrimination not confirmed
Reprisal confirmed	Reprisal not confirmed
Dismissed	Referred
Complaint was withdrawn	
Resolved. No further processing required.	

2a. Does the complainant want to pursue the unresolved complaint to the next level of command?

YES	NO	UNDECIDED
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b. If yes, forward the case file to the next level of command as recommended by the State HR/EOA as soon as possible.

c. If no, forward the case file to State HR/EOA as soon as possible.

d. If undecided at this time, inform the complainant that he/she has 30 calendar days to inform the next level of command to pursue the complaint. Forward the case as stated in item 2b.

e. If complaint was dismissed, referred, or withdrawn, forward to the Adjutant General's Office, attention: State HR/EOA.

f. Was the complaint processed and completed within 60 days of being filed formally?

YES	NO
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I have reviewed the complaint and actions 2a.-2d. with the complainant.

Signature \_\_\_\_\_

Date \_\_\_\_\_

This case was forwarded in accordance with items 2a-2d on: \_\_\_\_\_

Date \_\_\_\_\_

**INTERMEDIATE LEVEL OF COMMAND**

After review of \_\_\_\_\_ discrimination complaint or reprisal actions as listed on CA ARNG Form 600-21, and processing it in accordance with NGR (AR) 600-22, paragraph 2-7, I have reached the following conclusions:

3. If applicable check more than one box:

Discrimination confirmed	Discrimination not confirmed
Reprisal confirmed	Reprisal not confirmed
Dismissed	Referred
Complaint was withdrawn	
Resolved. No further processing required.	

4a. Does the complainant want to pursue the unresolved complaint to the next level of command?

YES	NO	UNDECIDED
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b. If yes, forward the case file as soon as possible to The Adjutant General's Office, attention: State HR/EOA.

c. If no, same actions as stated in item 4b.

d. If undecided at this time, inform the complainant that he/she has 30 calendar days to inform The Adjutant General's Office to pursue the complaint. Forward the case as stated in item 4b.

e. If complaint was dismissed, referred, or withdrawn, forward to the Adjutant General's Office, attention: State HR/EOA.

f. Was the complaint processed and completed within 30 days of being filed at the intermediate level of command?

YES	NO
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I have reviewed the complaint and actions 4a.-4d. with the complainant.

Signature

Date

This case was forwarded in accordance with Items 4a-4d on: \_\_\_\_\_  
Date

### THE ADJUTANT GENERAL LEVEL OF COMMAND

After review of \_\_\_\_\_ discrimination complaint or reprisal actions as listed on CA ARNG Form 600-21, and processing it in accordance with NGR (AR) 600-22, paragraph 2-8, I have reached the following conclusions:  
5. If applicable check more than one box:

Discrimination confirmed	Discrimination not confirmed
Reprisal confirmed	Reprisal not confirmed
Dismissed	Referred
Complaint was withdrawn	
Resolved. No further processing required.	

I have reviewed the complaint and actions with the complainant.

Signature

Date

This case was forwarded in accordance with NGR-600-21: \_\_\_\_\_  
Date

REMARKS: